Message from Paul Jablonski, CEO

I have been in transit my entire working life. I started as a bus driver in Massachusetts and now I am the CEO of one of the best transit systems in North America. Without a doubt, transit is a fantastic career choice. For people who want to work hard in an exciting environment, it provides exceptional growth and advancement opportunities. At the same time, it provides great benefits for you and your family. I invite you to check **www.sdmts.com** often and apply for a career with MTS. You never know where a job in transit will lead you!

Applications and/or resumes with salary history may be submitted to MTS via:

U.S. Mail

MTS Human Resources Department
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Fax

619-234-1047

Email

jobs@sdmts.com

Job Announcement

Manager of Claims and Liability

As the largest provider of public transportation in San Diego County, and 2009 winner of the American Public Transportation Association's award for Most Outstanding Public Transit System, the Metropolitan Transit System (MTS) is committed to providing exceptional service to the people of the San Diego region.

Every year more than 85 million people ride MTS buses and Trolleys. We have more than 80 fixed-route bus lines and 54 miles of Trolley service. Our fleet of compressed natural gas buses and electric Trolleys allow MTS to be one of the greenest companies in San Diego. As our region continues to grow, there will be a greater dependence on public transportation to help achieve mobility goals. The long-range transit plan for the region envisions several new trolley lines and Bus Rapid Transit lines, some of which will come on line in the next two years. And plans are progressing to expand the Trolley 11 miles from Old Town to UCSD and University Town Center. MTS is one of the most modern and dynamic public transportation systems in North America and we would love for you to help us achieve our goals!

Summary

The Manager of Claims and Liability for the Metropolitan Transit System and its operating divisions ("MTS"), under the direction of the General Counsel plans, participates and assists in overseeing and directing the liability claims and worker's compensation functions of MTS, coordinates activities, policies and procedures with Third Party Administrators, provides direct supervision over assigned administrative support staff, assists in coordinating work with insurance brokers and administrators on contract and insurance issues, evaluates and recommends insurance strategies, tracks and manages specific claims and incidents, coordinates and reports claims and worker's compensation activities with the MTS representatives. All functions include the individual entities and their consolidation.

Example of Duties

Essential Functions

- Manage relationship with third party administrators (TPAs) for Workers' Compensation to ensure compliance with established MTS claims requirements and settlement practices.
- Manage relationship with outside litigation counsel for government tort claims ("Liability") cases to ensure compliance with established MTS claims requirements and settlement practices.
- Management of a comprehensive claims management program to ensure all claims are reported and processed and settled in a fair, timely, cost-effective manner.
- Analyzing, auditing and administering the Risk program that includes the analysis of liability and percentage of negligence on behalf of MTS on all Liability and Workers' Compensation claim files.
- Determines authority on claims and lawsuits in cooperation with the Chief Financial Officer, the General Counsel and MTS Board Policy. Attends trials, settlement conferences and mediations, as appropriate.
- Serves as person most knowledgeable (PMK) for MTS in deposition and trial. Determines trial witnesses from MTS for deposition and trial. Prepares all MTS witnesses for trial.
- Educate TPAs for Workers' Compensation as to the laws of the State of California and MTS philosophy. Provides seminars, updates on the law, MTS data and form letters.
- Evaluate and measure effectiveness of service by Workers' Compensation TPA and outside counsel for Liability cases via daily communication, educational seminars, monthly reporting, weekly meetings, file analysis, file review and internal audits.
- Align and prioritize mitigation strategies for the collective risks, which expose MTS to negative financial, strategic and operational consequences. Consistent application of loss prevention principles, practices and procedures of claims costs controls through investigation, evaluation and settlement strategy techniques. Develop procedures for corrective action and process improvements.
- Assist in reducing the injury severity index at MTS in order to achieve significant cost savings of Workers' Compensation premiums and reduction of the general liability claims cost averages.
- In coordination with General Counsel, make attorney assignments on liability claims and litigated workers compensation claims in order to achieve optimal representation.
- Minimize identifiable risks; communicate to upper level management problem areas and trends in the claims management area.
- Develop an organizational culture of awareness within MTS to identify liabilities which exceed the scope of traditional operational risks.
- Perform other tasks as assigned.

The San Diego Metropolitan Transit System is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Qualifications

Knowledge, Skills and Abilities

Possess a thorough knowledge of claims management principles, property damage, and workers' compensation practices and laws with strong trend and statistical analysis skills. Must have knowledge of Civil Code 2100 – Highest Degree of Care Doctrine for a Common Carrier and understand Comparative Negligence and its application to MTS. Must have the ability to gather data and prepare clear, concise reports; and to exercise good judgment and discretion in applying and interpreting regulations, laws, policies and procedures. Possesses the ability to participate in budget development and performance monitoring.

Knowledge of or ability to learn MTS policies and regulations, ability to read, understand, and apply MTS policies and regulations, union labor contracts;; ability to write letters, memoranda, and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly, and effectively in person-to-person or small group situations using tact and diplomacy; ability to coordinate and initiate actions necessary to implement decisions and delegate responsibilities to appropriate personnel; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions; skill in effectively supervising subordinates in order to achieve company goals; skill in verifying the accuracy and completeness of forms and reports; strong computer skills to include proficiency in Microsoft Word, Excel and PowerPoint programs and the ability to learn and use other software that we might have or acquire.

Physical Requirements

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, and reaching for overhead files and occasional lifting (must be able to lift up to 10 pounds). Must be able operate motor vehicle and to perform tasks involving manual dexterity, such as use of a computer and 10-key. Work may at times require more than 8 hours per day or require irregular hours to perform the essential duties of the position. Duties will be performed primarily in an office type environment. May require travel to external agencies.

Experience/Education/ Certificates/License(s)

An accredited college or university bachelor's degree in Risk Management or a related field; law degree preferred. A minimum of seven years experience in a legal environment (court, workers' compensation board, arbitration) or handling claims management functions including: supervision of liability, property damage, and workers' compensation. Possess and maintain a valid California Class C Driver's License. Other experience related to major functional areas managed by this position is highly desirable.

General

Must satisfactorily pass all applicable examinations including, but not limited to, a pre-employment physical, a background and consumer credit check.

Salary

$59,772 to $95,055

MTS employees during the filming of a recent commercial.

DISCLAIMER: *The above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified. Management retains the discretion to add to or change the duties of the position at any time.*